JOB DESCRIPTION

Job Title: Roads Operative		**Ref No**	**JE Ref: BM04**
Department: Economy & Infrastructure	**Band: 5**	**Location: Various**	
Responsible To:	Foreperson and Senior Roads Operative		
Responsible For:	Not Applicable		
Job Purpose:	To undertake a range of road maintenance and construction activities ensuring works are completed to the required standards adhering to quality specifications and maintaining productivity levels		
Main Responsibilities:	• Carry out a variety of road maintenance activities including such tasks as slab/kerb laying , concrete and asphalt laying, drainage works and other related roads tasks • Operation of a full range of road maintenance plant and machinery including rollers, mini excavators, disc cutters, breaker units and other small plant. • Accurate and timely completion of all associated documentation • Undertaking the full range of roads related duties • The placing and removal of road signs and barriers etc for the safety of the employees and of the public in accordance with relevant legislation • Respond to members of the public in a professional manner • Undertaking standby duty on a rota basis • Undertaking any other appropriate duties required by management		
Job Activities:	▪ Contribute to all aspects of road maintenance and construction including patching , surfacing, paving, kerbing, drainage, temporary traffic management including erecting and removing signs, barriers, and cones to appropriate specifications. ▪ Responsible for ensuring the Health and Safety of the public , colleagues and self ▪ Contribute to the Council's statutory requirements in relation to gritting, snow clearing, flood prevention and measurements for the safe passage on the road network. ▪ Responsible for the operation of specialist plant and vehicles eg road breakers, road saw, masonry saw and compressors. ▪ Wear the provided personal protective equipment including Hi-vis items of safety clothing and boots at all times. ▪ Responsible for maintaining productivity and the quality required to deliver an effective service including the use of handheld devices to manage works on site ▪ Clean the interior and exterior of vehicles at required intervals. ▪ Under the driver's direction, assist in routine vehicle checks.		

	▪ When required to drive, complete and record daily, weekly and interim vehicle checks and maintenance in line with manufacturer's / Fleet Service's instructions and training to ensure continued roadworthiness. Report and defects in line with current procedures. ▪ Observe manual handling, PPE and other health and safety rules in connection with prescribed safe systems of work. ▪ Participate in training and refresher training as directed. ▪ Complete all necessary paperwork. ▪ Sign the mandate for automatic checking of driving licence details with DVSA. ▪ Extend politeness and courtesy to members of the public and business proprietors during the working day, leaving customers with a good impression of the Council and the Service. ▪ The duties listed above are not intended to be exhaustive and the postholder will be required to undertake such other duties appropriate to or below this grade of post as may from time to time be determined by the Road Construction, Maintenance and Waste Collection Manager	
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** ▪ To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. ▪ To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. ▪ To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. ▪ To manage risk, promote risk awareness and prioritise work in light of the risk analysis. ▪ To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. ▪ To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**M. Fawkes**	**Date: September 2017**